

**POLICY**

It is the policy of the Michigan Department of Human Services Bureau of Juvenile Justice (BJJ) that education staff participate in professional development activities consistent with the programmatic needs of youth, BJJ and their professional interest.

**PURPOSE**

Professional development activities increase staff knowledge and the competencies needed to work with youth.

**DEFINITIONS**

See JRG, JJ Residential Glossary.

**RESPONSIBLE  
PARTY**

Designated in the facility standard operating procedure.

**PROCEDURE**

Each facility providing on-site educational services is required to develop and implement standard operating procedures (SOPs) relating to education professional development. At a minimum, these SOPs must contain the following requirements:

**Needs Assessment**

School programs conduct an annual needs assessment survey of staff serving youth. Each instructional staff completes the annual needs assessment survey.

**Training**

Education staff participate in ongoing training activities to:

- Upgrade their instructional competencies.
- Increase their knowledge of legal requirements for educating youth with disabilities.
- Develop an awareness of best practices.
- Participate in topical areas of professional interest.

Professional development activities are identified at two (2) levels, BJJ wide and by facility.

Teachers will complete at least twenty-five (25) hours of annual training.

Teachers will maintain certification and meet the definition of “highly qualified” as defined by the Michigan Department of Education.

## **AUTHORITY**

Individual’s With Disabilities Education Improvement Act of 2004, 20 USC 1400 et seq.

Elementary and Secondary Education Act of 1965, 20 USC 6301 et seq.

Michigan Department of Education Administrative Rules for Special Education.